

# **Squadron Position Policy**

## **OPSEC POLICY**

### **PURPOSE**

One of the key aspects of mission preparedness is training. By completing the online Operations Security (OPSEC) Awareness Training, you will know how to handle sensitive information concerning our missions, our capabilities and our partner agencies.

The OPSEC awareness training also allows CAP to validate to our partner agencies that members whom we entrust with sensitive information have the necessary training and have agreed to protect that information

This training is mandatory for all CAP senior members and Cadet Sponsor Members. It is an online only course that members can access at <https://tests.cap.af.mil/opsec>. This is a secure website and the initial screen will ask some questions to verify your identity

This training concludes with an opportunity to agree to protect sensitive information. This is called a “Non Disclosure Agreement” (NDA) and each member’s agreement will be recorded electronically in their membership records. This NDA will be required before a member can access sensitive information or participate in missions

### **ADDITIONAL SQUADRON POLICY**

The OPSEC policy also includes keeping sensitive information on Squadron, Wing and National Operations and Emergency Services off any non-official CAP internet sites and other communications devices, including cell phones and text applications. Information is not to be shared with others that do not have a need to know. Examples of information not to be shared include are:

- Names of cadets participating on any CAP mission, exercise, meeting or training activity
- Location of CAP mission, exercise, meeting or training activity
- Derogatory or slanderous remarks in any form of transmission regarding any other CAP member at any time or event (this includes gossiping)
- Photos of cadets without parental authorization at any event may not be transmitted to any other person or web site
- If you are unsure of any communication, discuss with the Mission Information Officer or Incident Commander, or with your units Public Affairs Officer or Unit Commander

OPSEC rules are mandatory to follow, and failure to follow them will lead to adverse actions against any member who willfully violates them. The old adage of “Loose Lips Sink Ships” can be applied to our mandated mission to serve the community, State and Country. Do not engage in violations of this policy and refrain from peer pressure if others are engaging in any violation of these rules.